



MASSACHUSETTS

# Workforce Investment Act

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**WIA Communication No. 03-03****☒ Policy   ☐ Information**

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DET Regional Directors  
DET Area Directors

**From:** Kim McLaughlin, Deputy Director of Workforce Development

**Date:** March 5, 2003

**Subject:** JTPA Record Retention

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**Purpose:** The Department of Labor and Workforce Development has received requests for clarification on retaining old JTPA records.

When considering which records to destroy and which records to maintain, local areas should refer to existing policies – #00-11 and #00-23.

WIA Communication #00-11, issued on February 25, 2000 states that sub recipients must maintain records for (3) years from the date of the final expenditure report;

WIA Communication #00-23, issued May 31, 2002 clarifies when the (3) three-year retention period begins.

Local areas should continue to follow the aforementioned policies.

**Action  
Required:** None

**Effective:** Immediately

JTPA Record Retention

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

**Inquiries:** Any questions related to this correspondence should be directed to either Kim McLaughlin at DLWD (ext. 104) at (617) 727-6573 or Marilyn Boyle at DET at (617) 626-5721.

**Filing:** Please file this in your notebook of previously issued WIA Communication Series Issuance's as #03-03.

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